

C-3 FLIGHT MANAGEMENT

Summary

Discrepancies Repeats

Staffing

Position - Director of Operations (DO) held position: Year(s) Month(s)
Operations Specialty Track:

Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
01	Has the wing/region published any supplements or operating instructions, or requested and been granted any waivers? a) Is the wing/region operating under any supplements or operating instructions and, if so, were they approved IAW with this regulation prior to implementation? b) Is the wing/region operating under any waiver and, if so, were they approved IAW with this regulation prior to implementation?	Compare the wing/region's published supplements/OIs or waivers to CAPR 70-1 with those documents posted to the CAP publications website. NOTE: If supplement is not marked correctly, see Tab D-4 question 1 discrepancy. All other discrepancies are documented under this question.	(Discrepancy): [xx] (C3 Question 01a) Wing/Region failed to obtain approval for its supplement or OI to CAPR 70-1 IAW CAPR 70-1 para 3. (Discrepancy): [xx] (C3 Question 01b) Wing failed to obtain approval for a requested waiver prior to implementation IAW CAPR 70-1 para 3.	

<p>02 Are non-CAP passengers approved and documented?</p> <p>a) Were all non-CAP passengers approved?</p> <p>b) Was a CAPF 70-9 completed by each non-CAP passenger when required?</p>	<p>Review wing/region flight and mission records for those sorties that included non-CAP passengers.</p> <p>NOTE: When the CAPF 70-9 was not retained in mission records see Tab C-1 question 3. See regulation for exceptions to CAPF 70-9 requirement.</p>	<p>(Discrepancy): [xx] (C3 Question 02a) Wing/Region failed to ensure approval from appropriate authority was granted prior to flying non-CAP passengers IAW CAPR 70-1 para 9.8.2.</p> <p>(Discrepancy): [xx] (C3 Question 02b) Wing/Region failed to ensure non-CAP passengers other than Military/ National Guard/ Federal employees or ROTC/JROTC cadets completed CAPF 70-9 prior to flight IAW CAPR 70-1 para 9.8.2.3.</p>
<p>03 Does the wing/region make necessary corrections to aircraft flying time totals each month in WMIRS?</p>	<p>View WMIRS aircraft utilization reporting status.</p> <p>NOTE: Check the Wing/Region and Month, there should be a "YES" for each month due by the 20th of each month (look back at the current FY and the last complete FY). A blank or a red % means that the validation and/or correction have not been accomplished.</p>	<p>(Discrepancy): [xx] (C3 Question 03) Wing/Region failed to validate/correct the aircraft utilization information in WMIRS IAW CAPR 70-1 para 9.11.11.2. NOTE: Use a sub-bullet to list all deficient months.</p>
<p>04 Does the Wing/Region have an effective process for validation and correction to ensure that all sortie data including actual costs are entered in WMIRS within 72 hours of completing a sortie?</p>	<p>Review WMIRS for missions that have closed more than 72 hours prior to ensure mission records contain all required data.</p>	<p>(Discrepancy): [xx] (C3 Question 04) Wing/Region failed to ensure all sortie data is entered in WMIRS within 72 hours of completing a sortie IAW CAPR 70- 1 para 9.11.11.2. NOTE: see also CAPR 173-3 para 2.1.</p>

<p>05 Are all flight releases accomplished using eFlight Release in WMIRS, and documented properly with the exception of authorized proof-of-concepts? a) When internet access is not available, are flights released using the CAPF 70-2, CAP Flight Release Checklist, or CAPF 70-2G, CAP Release Flight Checklist, Glider with the required details, and are releases then recorded in the WMIRS eFlight Release System within 24 hours?</p>	<p>Compare aircraft operational records with WMIRS sortie data including RM and eFlight Release records. Proof-of-concepts authorized under CAPR 70-1, para 9.11.3.1 are exempt from eRelease; however, paper releases for those sorties must be loaded in WMIRS Sortie Files.</p>	<p>(Discrepancy): [xx] (C3 Question 05) Wing/Region failed to ensure all flights were flown with a proper flight release IAW CAPR 70-1 para 9.11.3.4. NOTE: Use a sub-bullet to list sorties which were not properly released, and why (e.g.: no record of release, not recorded within 24 hours, or paper release not filed in Sortie Files for authorized proof-of-concept).</p>
<p>06 Are flight privilege suspension procedures followed?</p>	<p>Review information provided by the wing/region prior to the inspection.</p>	<p>(Discrepancy): [xx] (C3 Question 06) Wing/Region failed to ensure procedures for suspending a member's flight privileges were followed IAW CAPR 70-1 para 8.</p>
<p>07 Does the wing/region ensure all eServices Ops Quals data is recorded properly?</p>	<p>Review of mission participants from WMIRS compared with data in Ops Quals. NOTE: See regulation for documentation/data requirements. NOTE: May be sampled if uploaded, otherwise onsite.</p>	<p>(Discrepancy): [xx] (C3 Question 07) Wing/Region failed to ensure data for all wing/region pilots is entered, and documentation uploaded, into Ops Quals and validated by the Standardization and Evaluation (DOV) officer or another designated official in the pilot's chain of command IAW CAPR 70-1 para 9.6.1.</p>
<p>08 Is the wing/Region operating under any waiver and, if so, were they approved IAW with this regulation prior to implementation? {sUAS}</p>	<p>Compare the wing/Region published waivers to CAPR 70-4 with those documents posted to the CAP publications website.</p>	<p>(Discrepancy): [xx] (C3 Question 08) Wing/Region failed to obtain approval IAW CAPR 70-4 para 3 for a requested waiver prior to implementation.</p>

<p>09 a.) Were all non-CAP vehicle passengers approved?</p> <p>b.) Was a CAPF 70-9 completed by each non-CAP vehicle passenger when required? {sUAS}</p>	<p>Review wing/Region ground sortie and mission records for those sorties that included non-CAP vehicle passengers NOTE: See regulation for exceptions to CAPF 70-9 requirement.</p>	<p>(Discrepancy): [xx] (C3 Question 09a) Wing/Region failed to ensure approval from appropriate authority was granted prior to sortie departure for non-CAP vehicle passengers IAW CAPR 77-1 section 1.7 (Discrepancy): [xx] (C3 Question 09b) Wing/Region failed to ensure non-CAP passengers other than Military/National Guard/Federal employees or ROTC/JROTC cadets completed CAPF 70-9 prior to sortie IAW CAPR 77-1 section 1.7</p>
<p>10 Does the Wing/Region correlate sUAS flying time totals each month, using the sUAS aircraft's Unmanned Aircraft Information File's flight log data?</p>	<p>Request Wing/Region present sUAS aircraft utilization reporting status.</p>	<p>(Discrepancy): [xx] (C3 Question 10) Wing/Region failed to validate/correct the aircraft utilization information in WMIRS IAW CAPR 70-4 para 9.10.5.2 NOTE: Use a sub-bullet to list all deficient months</p>
<p>11 Does the Wing/Region have an effective process for validation and correction to ensure that all sortie data including actual costs are entered in WMIRS within 72 hours of completing a sortie? {sUAS}</p>	<p>Review WMIRS for missions that have closed more than 72 hours prior to ensure mission records contain all required data.</p>	<p>(Discrepancy): [xx] (C3 Question 11) Wing/Region failed to ensure all sortie data is entered in WMIRS within 72 hours of completing a sortie IAW CAPR 70-4 para 9.10.5.4 NOTE: see also CAPR 173-3 para 2.1.</p>
<p>12 Does the wing/Region ensure all eServices Ops Quals data is recorded properly? {sUAS}</p>	<p>Review of mission participants from WMIRS compared with data in Ops Quals. NOTE: See regulation for documentation/data requirements. NOTE: May be sampled if uploaded, otherwise on site.</p>	<p>(Discrepancy): [xx] (C3 Question 12) Wing /Region failed to ensure data for all wing/Region sUAS pilots is entered, and documentation uploaded, into Ops Quals and validated by the Standardization and Evaluation (DOV) officer or another designated official in the pilot's chain of command IAW CAPR 70-4.</p>

